

VIRGINIA DEPARTMENT OF EDUCATION

21ST CENTURY COMMUNITY LEARNING CENTERS (CCLC) ADMINISTRATIVE HANDBOOK

May 2006 (Revised)
(Please discard previous versions of this document.)

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Additional Documents for Administration of the Grant

The Excel workbooks for reimbursement, budget, and amendments are found on the Virginia Department of Education (VDOE) 21st Century Community Learning Centers (CCLC) Web page <http://www.doe.virginia.gov/VDOE/Instruction/comp.html#title4>.

NOTE: Please be sure to use the correct year's workbook for which you are submitting a reimbursement, budget, or amendment.

REIMBURSEMENT WORKBOOKS*

Request for Reimbursement – Read and follow the [Instructions](#) sheet, completing [CoverPage](#) sheet and [ExpendituresLedger](#) sheet. The [ReimbSummary](#) sheet will be populated with all information needed to submit the reimbursement. Obtain original signature and submit to VDOE. Complete the [BalanceAmounts](#) sheet by entering your grant award amount for the year and your reimbursements submitted. This will track your remaining balance for the year. Do **NOT** send this to VDOE. It is for your local use in keeping track of your year's grant balance.

***Detailed instructions for using the Excel workbooks are contained on the Instructions sheet of each workbook. Be sure to use the workbook for the year in which the funds apply to.**

BUDGET AND AMENDMENT WORKBOOKS*

Original Budget Request – This is to be submitted initially before beginning to expend each year's funds. This deadline is indicated in the cover letter in your continuation of award notice or your original notification of grant award (beginning Spring 2006). Complete the [Cover](#) sheet and [BudgetForm](#) sheet, obtain original signature and submit to VDOE, following instructions provided on the [Instructions](#) sheet in the workbook. If your budget plan is significantly different from the original budget submitted in the RFP application or the previous year's budget, you should attach justification for the changes. You may use the [AmendmentJustification](#) sheet in the workbook for this purpose. You should provide a description and justification of the change(s) only, by object code, on the justification sheet.

Amendment Request – Complete the [AmendmentCover](#) sheet, [AmendedBudget](#) sheet, and [AmendmentJustification](#) sheet, obtain original signature and submit to VDOE, following instructions provided on the Instructions Sheet. Be sure to attach all appropriate justification for the amendment, using the [AmendmentJustification](#) sheet in the workbook. You should provide a description and justification of the change(s) only, by object code, on the [AmendmentJustification](#) sheet.

***Detailed instructions for using the Excel workbooks are contained on the Instructions sheet of each workbook. Be sure to use the workbook for the year in which the funds apply to.**

CONDITIONS FOR REIMBURSEMENT

General

An approved proposal, properly signed and funded under the provisions of the *P.L. 107-110 No Child Left Behind Act of 2001 (NCLB)* constitutes a contractual agreement between the sub grantee and the Virginia Department of Education. In order to assure compliance to such an agreement with regard to the reimbursement of funds, the following conditions are delineated:

1. The date recorded on the Grant Award Notification form becomes the beginning date for the budget period during which funds can be obligated.
2. Project expenditures must be obligated during the budget period. Any expenditure obligated after the designated budget period cannot be reimbursed.
3. Reimbursement support documents must be maintained for five years by local school divisions/other agencies to substantiate payments for which reimbursement is claimed (in accordance with federal and/or state audit guidelines).
4. All correspondence regarding reimbursement claims must reference the approved **Grant Award Number** (found on your Notification of Grant Award). In the case of multiple awards within the school division or community organization for the grant, add the first letter of the grantee school, i.e. for Smith Elementary School the suffix would be SE; for a grant for Smith Elementary School and Jones Middle School the suffix would be SE/JM. This suffix is entered where it says "Suffix" on the [CoverPage](#) Sheet.
5. Project budget amendments and program changes must be received in writing and approved by the program coordinator at the Department of Education prior to the initiation of any request for reimbursement.
6. An original and **one (1)** copy of all reimbursement forms must be submitted for each reimbursement request. All expenses for which reimbursement is requested must be directly related to the project.
7. Claims for reimbursement must be based upon actual disbursements made by the grantee during the period for which the request is made. If an expenditure is inadvertently overlooked during the payment period, an additional reimbursement request must be made for that reimbursement period with an attached explanation.
8. Reimbursement for claims contained in the request must not have been claimed previously by the Local Education Agency (LEA) or community organization.
9. Reimbursement requests **must not cross the state fiscal year that runs from July 1 to June 30 of the following year**. At a minimum, reimbursement requests must be submitted **on a quarterly basis**.
10. Reimbursement requests should be submitted to the specific program specialist identified on the grant award.
11. At least one copy of all reimbursements must include an original, authorized signature.
12. State/Local Educational Agencies subject to reimbursement must itemize expenses. Non-profit agencies must attach documentation for **all** expenditures.
13. The General Expenditure Ledger must include a description or name of the item, the agency's check or voucher number (except for payroll and employee benefits), the payment date, and the amount of the payment.
14. Equipment purchased with project funds must be the same as that shown on the final approved budget or amendment.

Unallowable Items

1. Subscriptions and memberships in organizations for **individuals**.
2. Maintenance cost of vehicle purchased with funds other than project funds.
3. Non-project related equipment or expenses.
4. Medical, dental, or clothing costs.
5. Building, repairing, or re-modeling of facilities where the program or activity is conducted.

6. Non-school division grantees serving as the fiscal agent must have an approved indirect cost rate in compliance with Education Department General Administrative Regulations (EDGAR) 34 C.F.R. §75.560 in order to claim reimbursement for indirect costs.

Travel

1. Travel and lodging expenses must be reimbursed at the approved state rate.
2. Travel expenses related to the funded project must adhere to State Travel Regulations.
3. If you have question concerning out-of-state travel, please call the program coordinator at the Virginia Department of Education. (VDOE).

CRITERIA FOR SUPPLIES AND EQUIPMENT

Materials and Supplies

A supply item is any article or material that costs less than \$5000 and is consumed in use.

Equipment/Capital Outlay

An equipment item is a material unit that costs \$5000 or more and is NOT consumed in use.

ADDITIONAL REQUIREMENTS

1. Annual attendance at national summer institute in held by the U. S. Department of Education.
2. Attendance at Virginia Department of Education biannual CCLC grantee institutes.
3. Complete entry of all data in the U. S. Department of Education Performance Information Collection System (PPICS) by all deadlines established (URL is <http://www2.learningpt.org/ppics/index.asp>). This is an annual requirement upon completion of the grantee's first full year of operating the program. The grantee profile information is to be entered in the spring of the first year of operation of the grant.
4. Implementation and submission of annual local evaluation as outlined in the original application for funding.

EXPENDITURE ACCOUNTS DESCRIPTIONS

These accounts are for recording expenditures of the sub-grantee for activities under its control. Below are definitions of the major expenditure categories. The descriptions provided are examples only. For further clarification on the proper expenditure of funds, contact the program coordinator in the Virginia Department of Education or refer to the federal legislation.

OBJECT CODES

- 1000 **Personal Services. Salaries and Wages for Administration, Teachers, Paraprofessionals, Other.**
Compensation for the direct labor of persons in employment of the education agency. Salaries and wages paid to employees, including substitute teachers, for full- and part-time work. Payment of stipends for teachers attending staff development activities when they are not under contract. Payments to persons for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.), which are earned during the reporting period.
- 2000 **Employee Benefits. Fixed Charges (Administrative and Instructional).**
Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.), and employee allowances.

3000 **Purchased/Contractual Services, Evaluation Services, Professional Development, Supportive Services (Medical/Dental/Clothing), Other.**

Supportive Services acquired from outside sources (health, dental, eyeglasses). Any professional development services, contracted therapists, private vendors, expenditures for tuition, or any evaluation component.

NOTE: TITLE IV, Part B funds may not be used to pay for medical, dental, or clothing costs.

4000 **Internal Services, Pupil Transportation, Food Service, Other.** (For school division use only.)

Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intragovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management

5000 **Other Charges, Travel (Staff/Administrative), Maintenance of Plant, Operation of Plant, Indirect Cost, Other.**

Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, travel (Staff/Administration), office phone charges, training, leases/rental, Indirect Cost, and Other.

NOTE: Indirect costs cannot be claimed against capital outlay and replacement equipment. **TITLE IV, Part B** indirect costs must be charged to this object code. These costs must be based on the approved indirect cost rate. These indirect costs must be attributable to the direct costs in the program area against which they are charged.

6000 **Materials and Supplies, Administrative, Instructional.**

Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized (i.e., instructional materials, administrative supplies, etc.). This includes any equipment purchased under \$5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under \$5,000 would be reported in "materials and supplies."

8000 **Capital Outlay, Equipment for Instruction, Buildings, Remodeling, All Other Equipment.**

Outlays that result in the acquisition of or additions to capitalized assets. Capital Outlay does not include the purchase of equipment costing less than \$5,000 unless the LEA has set a lower capitalization threshold. (Examples include computers; audio, video, electronic equipment, and all peripheral devices; classroom furnishings; early childhood equipment; buildings; and remodeling).

NOTE: TITLE IV, Part B funds cannot be expended for buildings or remodeling.

TRAVEL REGULATIONS (Effective 1/17/06)

State regulations govern travel that is done in connection with Federal grants. All project directors must follow these regulations. The State Travel Regulations document is available at <http://www.doa.virginia.gov/procedures/AdminServices/capp/pdfdocs/20335.pdf>